



# NEWSPAPER VENDING BOX LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 EMAIL: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)

**LICENSE PERIOD:** 2 years; expiring on January 31 of even numbered years.

**APPLICATION:** Please apply or mail your application to the City Clerk License Division, City Hall, 200 E. Wells Street, Room 105, Milwaukee, WI 53202 or by calling (414) 286-2238.

**LICENSE FEE:** The \$30.00 license fee per newspaper vending box **must be submitted with application.** Checks made payable to the City of Milwaukee.

**SIGNATURES:** Notarized signatures of an individual, all partners, the agent, president, and secretary of a corporation, or the agent and all members of the limited liability company are required.

## **CRITERIA FOR ESTABLISHING VENDING BOX LOCATIONS WITHIN THE STREET RIGHT-OF-WAY UNDER THE JURISDICTION OF THE CITY OF MILWAUKEE:**

- Boxes cannot be mounted on traffic signal standards, sign standards, fire or police alarm boxes, pedestrian lighting standards, metal tree guards and parking meter posts. Vending boxes may not be secured to these fixtures in any way with cables or chains.
- No more than two boxes should be mounted on any concrete, wood, aluminum or steel pole.
- The boxes are to be securely mounted so that they do not slide down the poles. Rotate on the pole or loosen so they become a hazard to pedestrian traffic.
- The box may not overhang into the roadway.
- The box may not be closer than four feet to a fire hydrant.
- The box should not open into the street.
- The box may not be fastened over any traffic sign or reflector or mounted in any way that would obstruct visibility of a sign or reflector.
- The boxes should not be allowed in bus loading area unless located adjacent to a bus shelter and the box does not obstruct bus loading or unloading.
- All chains, cables, or other material that secure newspaper vending boxes to poles or standards, except stainless steel banding, shall have protective coatings surrounding surfaces which protect the finish of the poles or metal standards.
- All stainless steel bandings used to attach newspaper-vending boxes to the black poles or standards shall be painted to match the adjoining surface color.
- If the installation of the vending box requires excavation or penetration of the surface of the public right of way, appropriate Department of Public Works permits will be required as well as processing through the Diggers Hotline procedures.
- The permittee shall be responsive to the interests of the abutting property owners.
  - Bureau of Traffic Engineering and Electrical Services  
February 20, 1990

ORDINANCES GOVERNING NEWSPAPER VENDING BOXES ARE LOCATED IN SECTION 115-33.5 OF THE MILWAUKEE CODE OF ORDINANCES AND MAY BE VIEWED ONLINE

<http://www.ci.mil.wi.us/ctygov/council/isysintro.htm>

or purchased from the Legislative Reference Bureau in City Hall, Room B-11.



**City  
of  
Milwaukee**

**SPECIAL PRIVILEGE PERMIT FOR NEWSPAPER  
VENDING BOXES APPLICATION**

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

Full Name (Last, First & Middle Initial)		
Name of Publication:		
Business Address:		Business Phone Number: ( ) -
City:	State:	Zip Code:
Local Representative:		
Home Address:		Phone Number: ( ) -
City:	State:	Zip Code:

To the Common Council of the City of Milwaukee, Wisconsin  
Council Member:

Application is hereby made for a special privilege permit to place newspaper vending boxes in the City of Milwaukee as described in the attached list in accordance with Sec.115-33.5 of the Milwaukee Code for the license period beginning February 1, 2004 and ending January 31, 2006.

Applicant agrees to file a bond and certificate of insurance and to pay a biennial fee of \$30.00 per vending box.

Applicant agrees to keep vending boxes in good repair and shall be primarily liable for damages to persons or property by reason of granting of the permit.

Applicant waives the right to contest the validity of Section 66.045 of Wisconsin Statutes of 1967.

Applicant agrees to remove vending boxes within a reasonable time after being requested to do so by the City of Milwaukee.

Applicant hereby requests approval to place \_\_\_\_\_ vending boxes.

Failure to comply with these requirements may result in the non-issuance of a permit.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\*\*\*\*\*  
Office Use Only:

Initials: \_\_\_\_\_ Filed: \_\_\_\_\_ Fee \_\_\_\_\_ License #: \_\_\_\_\_ Granted: \_\_\_\_\_

Application approved: \_\_\_\_\_  
Commissioner of Public Works